



Questions & Answers for
Town of Truro
Request for Proposals
Compensation and Classification Study

Q: The RFP states: "It is the Town's intent to award the contract within 30 days after the proposal opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Town Manager and the highest ranked applicant, on the basis of the selection criteria stated below." And "The successful Consultant must be ready to commence project work within 14 calendar days of the executed contract."

A: *The Town of Truro anticipates awarding the contract sooner than 30 days after the proposal opening but reserves the right to award up to 30 days after the proposal opening. Once awarded and once the contract is executed, the Consultant is expected to begin work within 14 days.*

Answer Date: October 29, 2021

Q: Are the study completion dates correct (assuming it's for 2022)? The RFP states: "The comprehensive analysis and recommendations regarding compensation and associated rules and policies must be completed by **January 31, 2021**. All other work is expected to be completed by **February 16, 2021**." Is there flexibility in the project dates?

A: *The indicated years are typos and the dates should read "January 31, 2022" and "February 16, 2022." The minimum evaluation criteria requires that the work be completed no later than the dates in the Scope of Work. If applicants cannot meet those terms in their tentative timetable for execution of work, they may receive ratings of "not advantageous" or "unacceptable" for criteria #6 of the Comparative Evaluation Criteria.*

Answer Date: October 29, 2021

Q: Has the Town established a budget for this project? If so, will that amount be shared with bidders?

A: *A budget has not been established for this project that will be shared with the bidders.*

Answer Date: October 29, 2021



Q: Will the Town accept proposals via email or electronic submission in lieu of hard copies?

A: *Proposals must be submitted as outlined in the Contract and Proposal Information section of the RFP, which requires hard copy submission of both the Technical Proposal and the Cost Proposal (in separate sealed envelopes). Only the technical proposal should also be submitted via electronic submission in PDF format.*

Answer Date: *October 29, 2021*